



CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES	RELEASE DATE:	Monday, November 16, 2015
POSITION TITLE:	CEA A, California 9-1-1	FINAL FILING DATE:	Tuesday, December 15, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,453.00 - \$ 9,277.00 / Month	BULLETIN ID:	11092015_1

POSITION DESCRIPTION

If you desire a rewarding and challenging position in public safety communication, where you can make a difference by using your management experience and abilities then this is the position for you.

The California 9-1-1 Emergency Communications Branch (CA 9-1-1) serves the State of California by providing oversight of the California 9-1-1 system used by California's first responders and citizens. The CA 9-1-1 serves over 38 million residents and visitors in 58 counties, providing administration and funding for equipment and network services related to the routing and answering of 9-1-1 calls handled by police, fire, and emergency medical dispatch centers. The current 9-1-1 communications system is a legacy telephone-based platform system that is unable to support a statewide enterprise system. As a result, the Next Generation 9-1-1 (NG 9-1-1) system is being developed. The NG 9-1-1 system is an Internet Protocol System that will create an enterprise statewide system.

When you join CA 9-1-1, you join a family of professionals that function as a team. You will build trust and camaraderie with your co-workers, as together you respond to emergencies and challenging situations. We hope that you will consider a rewarding and challenging career with us!

Under general direction of the Assistant Director, Public Safety Communications, this position is responsible for:

- Providing leadership and collaboration with Federal, State, County, and Local government public safety agencies and major wireless carriers in the design, development and implementation of the NG 9-1-1 enterprise statewide system, including strategic and

operational plans while considering emerging technologies, mandates, funding mechanisms, diverse demographics, topography and jurisdictions, addressing cost, roll-out problems and issues before they arise.

- Serving as the statewide authority and program manager for policy, technical, operational and standards development, and fiscal administration of the system.
- Developing new statewide policy and overseeing required regulatory and legislative changes.
- Providing the Director regular briefings as to the status of the new legacy system.
- Evaluating bid requests as well as negotiating and resolving business contract performance.
- Representing the Assistant Director at hearings and legislative committee meetings, other State and governmental forums, conferences and public affairs.
- Meeting regularly with Federal and State organizations, National Associations, major wireless carriers and Law Enforcement agencies to share the status of the 9-1-1 projects.
- Providing direction, supervision and evaluation to a high-level communications staff who furnish technical and administrative support to State and Local agency management in the implementation and operation of 9-1-1 communications systems and services.

MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

SPECIAL REQUIREMENTS

Executive Duty Officer (EDO): The CEA A, California 9-1-1 will serve as the EDO as the operational lead on behalf of Cal OES Executive Management. The EDO is expected to provide support 24 hours a day, 7 days a week and is the point of contact (POC) for Cal OES State-level coordination. The EDO serves on a rotational basis throughout the year. **Each member who serves as EDO must be eligible for Secret Level security clearance.**

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of

administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

1. Appointment to a Staff Services Manager III, Data Processing Manager III, Management of Public Safety Answering Points or equivalent appointment to the Legislature or current or former non-elected exempt appointment to the Executive Branch as defined by Government Code Section 18992, or local Government at an equivalent level or served in an equivalent rank in the United States military prior to retiring or honorable discharge.
2. Experience in providing leadership and facilitating collaboration with Federal, State and Local government, public safety agencies and industry associations. Please indicate where and when you gained this experience and provide examples of how you provided leadership and facilitated collaboration.
3. Please provide examples that demonstrate your experience in developing statewide policies and/or having significant influence developing or contributing on policies at the Local and Federal levels.
4. Ability to communicate engineering concepts programmatically and technically to industry stakeholders and public safety entities. Please provide examples of how you worked with technical and program stakeholders.
5. Demonstrated work experience in technical, operational and standard development and fiscal experience. Please provide an example and your role in the process.
6. Experience, within the last three years, briefing and making presentations to executive-level

leaders/management, industry stakeholders or public safety entities.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA A, California 9-1-1**, with the **CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of a Standard state application (Form STD 678) and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above and screening criteria outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. The most qualified candidates may be scheduled for an interview as part of the examination process, if it is deemed necessary in order to make a selection.

Your signature on your application signifies that the information provided in your application and Statement of Qualifications is true and factual, and that any false, incomplete, or inaccurate statements may result in disqualification from the examination process.

FILING INSTRUCTIONS

Applicants who fail to follow the Statement of Qualifications guidelines or filing instructions will be eliminated from this examination process.

A Standard State Application(STD 678), Statement of Qualifications (SOQ) and the Supplemental Criminal Record Questionnaire must be post marked or received by the Examination Unit by the final filing date.

A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing.

When preparing your Statement of Qualifications, you are required to follow these guidelines:

- *The information you provide must be complete and presented in a clear and concise manner.
- *Your Statement of Qualifications must be typewritten, double-spaced with a font size no smaller than 12 pitch.
- *Limit your responses to no more than a total of two (2) single sided, typewritten pages.
- *The desirable qualifications on the Statement of Qualifications **MUST** be addressed and numbered in the same order as is listed on the bulletin. You must provide specific examples.

A Standard State Application(STD 678) that clearly addresses your experience and job titles, names

and addresses of employers, and periods of employment relevant to the Minimum and Desirable Qualifications identified in this bulletin.

All examination materials (Standard State Application, Statement of Qualifications, and Supplemental Criminal Record Questionnaire) must be received or post-marked by 5:00 p.m. on the final filing date. Examination materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 p.m. on the final filing date will not be accepted and cannot be returned pursuant to California Code of regulations 174.

If you are a U.S. military veteran, attach a legible copy of your Certificate of Release or Discharge from Active Duty (DD214) or other official discharge documentation.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and double-spaced, 12 pitch and no more than two (2) pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- *Criminal Record Supplemental Questionnaire. Questionnaire available on the internet at: <https://jobs.ca.gov/pdf/crsq.pdf>

Applications must be submitted by the final filing date to:

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES, Human Resources
3650 Schriever Avenue, Mather, CA 95655
Erica Cardenas | (916)845-8329 | erica.cardenas@caloes.ca.gov

ADDITIONAL INFORMATION

Questions regarding this information should be directed to Erica Cardenas at (916)845-8329

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including

integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)